

Michigan Historical Center Foundation

Minutes

January 25, 2007, Board Meeting

Lansing, MI

Present: William Anderson, John Axe, Deborah Muchmore, Doug Roberts, Jon Walton, Jim Wardlaw, Sandra Clark (Director, Michigan Historical Center), Patricia Clark (Development Director, Michigan Historical Center Foundation), Carol Payne (Development Administrator, Michigan Historical Center Foundation), Phil Kwiatkowski (MHC, Museum Director), and Chris Dancisak (MHC, Marketing and Public Relations).

Deb Muchmore, called the meeting to order at 10:10 a.m., and welcomed the members of the Board. A special thank you was extended to Pat Clark on her one-year anniversary with the Foundation.

Business Meeting

Approval of Minutes: A motion was made by John Axe to accept the minutes of the December 14, 2006, Board meeting as presented. The motion was supported by Jim Wardlaw and carried unanimously.

Financial Report: Patricia Clark reported on the December monthly budget on behalf of Treasurer, Randy Ragsdale. At the December Board meeting, a request was made to include a development category in the monthly report. Pat provided the Board with a separate report of activity relative to development funds. There was discussion regarding future reporting of development funding. John Axe suggested the report be divided into three categories: dollars directly raised, future dollars for development, and dollars from grants. Sandra suggested that the success of the development office includes all divisions of the Center, with the exception of funds that are being held by the Foundation on behalf of other entities, i.e., Save-the-Flags. Doug Roberts concurred that the success of the Foundation is interrelated. Jon Walton requested that the community foundation endowments be moved to "Other Assets" on the balance sheet. Jon Walton made a motion to accept the financial report as submitted. The motion was supported by John Axe and unanimously carried.

Pat committed to setting formal financial policies. Doug volunteered to chair the financial policy committee to set policies in managing how dollars flow through the Foundation. Deb Muchmore advised that Patrice Merritt had agreed to assist the financial committee at the September 2006 Board meeting.

Sandra Clark suggested a change in Board policy relative to designated funds for the 20th Century Exhibit maintenance that would include all permanent exhibits. Motion was made by John Axe to include the maintenance on all permanent exhibits in the Michigan Historical Center with the Kalamazoo Foundation funds. The motion was supported by Jon Walton and carried unanimously.

Discussion ensued on a policy for administrative fees on all donor gifts. Motion was made by Jon Walton and supported by John Axe to allocate up to 10% of all gifts to the Foundation for administrative fees. The motion carried unanimously.

Nominating Committee: John Axe shared a copy of the resume of Andrew Richner who was recommended to the Board by Jon Walton. Mr. Richner is a former State Legislator, Regent of the University of Michigan, and currently practicing law with the firm of Clark Hill. Motion was made by John Axe to nominate Andrew Richner to the Board of the Michigan Historical Center Foundation. The motion was supported by Jon Walton and unanimously carried.

Mr. Axe recommended George Meyer for nomination to the Board. Mr. Meyer is a lawyer in Bloomfield Hills who has an interest in history and has the largest folk art collection in Michigan. He also owns the largest cane collection in the country. Mr. Axe will meet with Mr. Meyer and will provide his resume at the March Board meeting. Deb Muchmore volunteered to be a member of the nominating committee. A meeting will be scheduled for early February to discuss further recommendations for potential board members at the March meeting. Current Board members will be profiled by the committee.

Information Agenda:

Development Office Update: Pat Clark joined the Association of Fund Raising Professionals (AFP) and recently attended a seminar on charitable management. She also attended three days of classes on planned giving through Indiana University. She will work on moving the Foundation forward on a planned giving program.

Loretta Zumbaugh is committed to the goal of integrating Financial Edge with the current Raiser's Edge software. She has begun Financial Edge training with Carol Payne with the goal of transitioning from QuickBooks by April.

Intern Emily Kuczynski is currently working on two internships in development and public relations. She is preparing a list of foundations to contact for grants. The information will be made available to the Board at the March meeting to assist in pursuing the targeted foundations. Emily has also prepared news releases relative to the Foundation's Board and its activities. The Foundation will continue the internship program in the future within various colleges and universities.

Carol Payne will take part in the development role of the Foundation. She will be administering the auction sponsorships for the Odyssey event, the facility use after-hours rentals and the donor acknowledgment program, in addition to assisting the development director in various aspects of development. Note cards were distributed to the Board members for assistance in personally thanking donors for their contributions. Telephone calls from staff will also be placed to extend appreciation for donor contributions, along with standard acknowledgment procedures.

The gift appeal generated approximately \$5,500 with 38 donors. Pat advised that marketing materials and a larger donor base is instrumental in the success of the gift appeal. Jon Walton suggested providing the Board members with their personal lists to update for the spring appeal. If individuals on the lists have not responded, a second letter should be transmitted. There was further discussion on the use of the *Michigan History* magazine subscriber list, a stuffer in the magazine requesting interest only, and the potential for an article in the magazine highlighting the Foundation. Sandra offered to work with the *Michigan History* magazine to determine if there is a way to extract subscribers who have received the magazine for over five years and also to research the cost of an insert to the magazine.

Pat shared a press release and news article regarding the grants received for the restoration of the Walker Tavern Hewitt House. She also shared an article regarding the Kellogg grant as a result of a recent news release.

The Board was provided with an invitation to the opening reception of the Kresge Art Museum exhibit in the temporary exhibit area of the Museum on February 6. Working America: Photographs from the Ewing Galloway Agency, 1910-1950.

The Odyssey Jingle Ball will be held on Saturday, November 17, 2007. The steering committee is underway and the Board was invited to give suggestions as to potential committee members from the community.

Michigan Historical Center Update: Sandra Clark updated the Board on the latest budget news, requesting Board members to share the importance of the Center to legislators they may have contact with. She also shared the status of obtaining a new storage facility to house the Record Center, Archives and Museum Collections. The move-out date from the current facility is October. Sandra expressed concern on finding a new facility and the cost of the move.

State archivist Mark Harvey is working with Doug Elbinger on an exhibit and a book regarding his collection of 20th Century political photographs. Mr. Elbinger is working with a fundraiser on this project and intends to donate his entire collection to the Archives. Mr. Elbinger was the official photographer for presidents while visiting Michigan. Mark is also working with architectural photographer Balthazar Korab to obtain the Michigan portion of his collection. Mr. Korab was the photographer for the Michigan Historical Center and Libraries building. In addition, we are trying to obtain photographs of historic Lansing and Oldsmobile from the Levenworth collection, owned by Roger Boettcher.

Fund raising for the summer intern projects continues with contacts to Michigan colleges and universities for credit-only internships.

Deb Muchmore discussed the partnership with the Library Foundation for a Capitol blitz in April, as well as hosting an event for legislators within the next couple of weeks. Deb also advised that she has placed a call to Kirk Profit relative to the tax credit bill.

Friends of Michigan History: Pat advised the Board of a recent meeting with members of the Friends Board. Bus presented the proposed agreement between the Foundation and the Friends at a recent Board meeting. Chris advised that there was discussion only and the agreement had not been adopted.

Executive Session: At about 11:50 a.m., the Board went into executive session to discuss the renewal of Patricia Clark's contract. While in session, the Board voted to accept the contract as submitted.

A motion was made by Jon Walton, supported by John Axe and unanimously carried to adjourn the Board meeting.

Respectfully submitted,

Carol A. Payne, Recording Secretary
On behalf of Patrice Merritt, Board Secretary